

GCBreports E-Filing Checklist

Did you...

- ☑ use the latest Gambling Control Board electronic schedules form found at www.mn.gov/gcb
- ☑ save the electronic form as an excel document with the following file name format:
 - organization license number-month-year
 - example: 99999-07-2012
 - include all five digits of your license number
 - include the word "amended" at the end if submitting an amended return
 - example: 99999-07-2012-amended
- ☑ attach the correct month's GCBreports file to your email
 - send separate emails for each month's GCBreports file or amended returns
- ☑ enter the file name in your email's subject line
 - example: 99999-07-2012
- ☑ send the email with the attachment to gcbreports@gcb.state.mn.us
 - email questions or comments separately to your Compliance Specialist
- ☑ receive an email reply confirming your submission of your filing